

ELECTRONIC VERIFICATION OF SOCIAL SECURITY NUMBERS FOR FORM W-2 REPORTING



**Tom Bricker
410-965-5273**

Tom.Bricker@SSA.Gov

**Mark Ruley
Mark.Ruley@SSA.Gov**

Tom Bricker, Financial Management Analyst

*I'm from the
Government*

*And I'm here to
HELP!*



Trivia

**The Most Misused Social
Security Number of All
Time ?**

078-05-1120

Mrs. Hilda Schrader Whitcher



Mrs. Whitcher compares the Social Security card "issued by Woolworth" with her own real card of the same number.



Today's Agenda

Electronic Verification of SSNs for Form W-2 Reporting

- Who – Employers or payroll processors
- What – Electronic Verification of SSNs using the Social Security Number Verification Service (SSNVS)
- When – After hiring
- Where – Business Services Online
- Why – Accurate Wage Reporting
- How – Easy!

Verification Methods

- Employee Verification Service (EVS)
 - Phone in - up to 5 names and SSNs
 - Paper listings - up to 50
 - Tapes and diskettes - 50 to 250,000
- Dept. of Homeland Security Basic Pilot
 - DHS led effort between DHS and SSA
 - Name and SSN verification with work authorization
 - New hires only
 - Pending legislation - stay tuned!
- Social Security Number Verification Service (SSNVS)

What is SSNVS?

- Allows employers to verify the name and SSN of a hired employee with Social Security (SSA) over the Internet
- **Cannot be used for tax filing purposes**
- Only tells you if name & Social Security number match SSA's records – not identity
- 5 possible “No-Match Codes” returned.
- Provides an indicator if Social Security number belongs to a deceased person

Two Methods for using SSNVS

- **Direct keying onto SSA's website**
 - **Key up to 10 names/SSNs with immediate results**
 - **Can key multiple screens**
- **Upload file**
 - **Can upload up to 250,000 SSNs per file**
 - **Next business day results**

Business Services Online

- Register for a PIN and password

- File W-2s

- Upload Wage File
- W-2 Online
- W-2C Online

- Notices via e-mail

- Acknowledge notices

- Verify Employee Names and SSNs

SSA Employer Home Page

www.socialsecurity.gov/employer

Social SecurityOnline
www.socialsecurity.gov

Home | Questions? | Contact Us | Search



Employer Reporting Instructions & Information

Si usted necesita ayuda en español para someter sus informes de salario (esto incluye registrarse para un Número de Identificación Personal [PIN, por sus siglas en inglés] y contraseña), llame al 1-800-772-6270.

Form W-2 Filing Methods

Electronic Filing

- [How To File](#)
- [E-Filing Handbook](#)
- [Business Services Online](#)
- [Electronically File Your W-2s](#)**
- [E-Filing and Magnetic Media File Format](#)
- [Form W-2c/W-3c Instructions](#) 
- [Business Services Online Tutorial](#)

Diskette Filers

- [How to File](#)
- [Magnetic Media File Format](#)
- [Form W-2c/W-3c Instructions](#) 
- [Register for a PIN](#)

Paper Filers

- [How to File](#)

In the News

- [Business Services Online - Software Demonstration](#)
- [2006 Wage Base Announced](#)
- [KATRINA - CHILD SUPPORT INFO](#)
- [Verify Social Security Numbers Online](#)
- [Administrative Wage Garnishment](#)
- [W2 News Subscribe Today](#)
- [File Edit Tips for W-2 Reports](#)
- [Electronic W-2 Filing](#)

Employer Information Website Index

- [Main Employer Reporting Page](#)
- [General W-2 Filing Information](#)
- [How To File](#)
- [Where To File](#)
- [Wage Reporting Software](#)
- [Vendor List](#)
- [Forms & Publications](#)
- [Social Security Number Verification](#)
- [Developer Specifications](#)
- [Employer Reconciliation Process](#)
- [Frequently Asked Questions & Answers](#)

Internet



BSO Welcome Page

BSO Information

- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Computer / Encryption Info](#)
- [Contact Us](#)

News

- [Wage News](#)
- [EME News](#)
- [eData News](#)

Online Services Availability

Monday-Friday
5 AM - 1 AM

Saturday
5 AM - 11 PM

Sunday
8 AM - 11 PM

All times EST

Welcome to Business Services Online

BSO is a suite of applications enabling organizations and authorized individuals to conduct business with, and submit confidential information to, the Social Security Administration. You must be registered to use any service included in BSO.

Not yet registered? Select an application below to learn how to register.

Begin by selecting a BSO application:

- [Wage Reporting](#)
- [Electronic Medical Evidence](#)
- [eData](#)

Wage Reporting

[Información para el Empleador en Español](#)

Report wages, check status, view the processing status, errors and error notices for wage files, verify SSNs Online, update your account information, or if you need to [complete your phone registration](#), select Login.

Registration for BSO services and obtain a Personal Identification Number (PIN) and password.

[Login](#)

[Registration](#)

Informational links

- ▶ [BSO Electronic W-2 Filing Handbook](#)
- ▶ [Video - Software demonstration](#)
- ▶ [Tutorial](#)
- ▶ [Employer Information](#)
- ▶ [Suite of Services](#)
- ▶ [Apply For EIN](#)

▶ [Employer page](#)

[Latest Wage Reporting News](#)

What do I do first?

Register!

- PIN = the electronic signature of the person (not the company) attesting to the proper use of the service
- PIN = allows a person access to use Business Services Online (BSO)
- Do not use your EFTPS PIN or another person's PIN

Registration Process

- Provide registration information (you and employer)
- Choose your own password
- Receive your PIN (Personal Identification Number)
- Choose your role(s)
- Letter to user
- Letter to employer with Activation Code*
 - * Employer gives Activation Code to User
- User inputs Activation Code(s)

Registration Information



Who Are You?

First Name:

Middle Name:

Last Name:

Suffix:(Jr, Sr, II, III, IV)

Social Security Number:

Date of Birth:(mmddccyy)

Address Line 1:

Address Line 2:

City: State:

ZIP Code:

What Company Do You Work For?

Company Name or Business Name:

Company Phone Number:

Company Phone Extension:

Employer Identification Number (EIN):

OR

I am Self Employed and DO NOT have an EIN:

Additional Registration Information

- PINs valid indefinitely
- PASSWORDS valid for 1 year
 - remember to change every 365 days
- Requestors' data authenticated against SSA data before a PIN is issued
- Exception process for data that cannot be processed – Contact Employer 800 Number (1-800-772-6270)

BSO Registration - Part 1



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

BSO Help

Registration for Business Services Online

Form Approved: OMB No. 0960-0626

You must have an Employer Identification Number (EIN) to request access to the full range of Business Services Online. If you are self-employed, you may request limited access without an EIN.

[Apply For EIN](#)

NOTE: Accountants, CPAs, etc. You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Quick Help!

- Fields marked with an asterisk (*) MUST be completed.
- Enter Name and SSN as they appear on your Social Security Card
- Do NOT use punctuation in any field. This includes dashes in phone numbers.
- Please do NOT use your browser's navigation keys during this application.
- Use of the browser's navigation keys may cause a loss of data.

BSO Registration - Part 2

Information About Your Company

Information About You, or Your Company or Business: This part of the form is to gather information about you, or the company you own or by which you are employed. We will compare this information with our records to verify you are currently employed by the company or business you represent. Correspondence with your employer will be sent to the address we have on file, not the address you provide below. Select this link for more help with completing this form.

[Help](#)

- ☒ I am an employee of a company and have an EIN
- ☐ I am a Household Employer and have an EIN
- ☐ I am Self Employed and have an EIN
- ☐ I am Self Employed and DO NOT have an EIN
- ☐ I work and reside outside the U.S. and have an EIN, but I do not have a U.S. Social Security Number

Employer Identification Number (EIN):

Company Name or Business Name: *

Company Phone Number: *

Company Phone Extension:

Please check the statement below **ONLY** if applicable.

- ☐ I am a 3rd party submitter registering to do business on behalf of another company.

BSO Registration - Part 3

Information About You

First Name: *

Middle Name:

Last Name: *

Suffix (Jr, Sr, II, III, IV):

U.S. Social Security Number:

Date of Birth (m m d d c c y y): *

Preferred Mailing Address Line 1: *

Preferred Mailing Address Line 2:

City: *

Please enter a U.S. Domestic Address OR a Foreign Address

Country: * 

State Abbreviation (for U.S.) / Province: *

Zip (for U.S.) / Postal Code: * **Zip Ext (for U.S.):**

Work Phone Number: *

Extension:

Fax Number:

E-mail:

(Needed to notify you about registration and other wage reporting updates.)

BSO Registration - Part 4

Select Your Password

Self-select Your Password: Your Personal Identification Number and password are required to access Business Services Online. Your password must be eight characters long and be a combination of letters and numbers. Select this link for more help on filling out this form.

[Help](#)

Enter Password: *

Reenter Password: *

Please remember your password. To ensure your privacy, no one else can have access to your password. Social Security can help you start the process over again, but we cannot access your password.

[Help](#)

Register

Cancel

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

PIN Issued



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)



Your registration request was successful. Your Personal Identification Number (PIN) for Business Services Online is:

XXXX9999

Please secure this number for your future use. You will need this number AND your password to access Business Services Online.

You can now use your PIN and password. To request access to **Business Services Online** you must Login and select the Request Access to BSO Services option.

[BSO Login Page](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Choose Your Role(s)



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

 [BSO Help](#)

Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security.

☐ **View Name and Social Security Number Errors**

Access to this service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.

- Review the status of wage files and/or wage reports submitted by or for your company,
- Review the errors, including Name/Social Security Number mismatches, found by Social Security in wage files submitted by or for your company, and
- Review error notices, including Name/Social Security Number Mismatch notices, sent by Social Security about wage files submitted by or for your company.

☒ **Verify Social Security Numbers Online**

Access to this service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.

- Complete an online form or submit files to request verification of names and Social Security Numbers of employees of the company for which you work or of the company that has hired you to perform this service.

Select this link for more information regarding the Proper Uses of the Verify Social Security Numbers Online service.

[Request](#)

[Cancel](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Role(s) Request Processed SSA will Mail You More Information & Activation Code



 **BSO Help**



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Your request was received on Tuesday, February 22, 2005

If the access you requested requires an activation code(s), your activation code(s) will be sent to you or your employer and should be received by first class mail, usually within 2 weeks. An activation code will be mailed for most BSO services. You will use your activation code(s) to activate your request for access to the BSO services you have just selected. For more details regarding the mailing and need for activation codes, select the Where Did My Activation Code Go? link below.

[BSO Home Page](#) | [Request Additional Access](#) | [Where Did My Activation Code Go?](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Activate A Role



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)



Activate Access to BSO Services:

Please enter the activation code for any service for which you have requested access and received an activation code. Activation codes may only be entered one at a time.

If you have received more than one activation code you will have the option to enter the remaining codes upon the successful or unsuccessful activation of each code entered.

Enter your Activation Code:

Activate

Cancel

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

You Successfully Activated A Role

Enter Another Activation Code (if needed)



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

BSO Help

Your request to access View Name and Social Security Number Errors has been approved.

Please select the Enter Activation Code link to enter another activation code, or select the BSO Home Page link to access View Name and Social Security Number Errors.

[BSO Home Page](#) | [Enter Another Activation Code](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.

For TDD/TTY call **1-800-325-0778**.

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

BSO/SSNVS Home Page



Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Welcome to Business Services Online (BSO), FIRST NAME LAST NAME

Your BSO Registration Password will expire on 2006-04-28

You must [change your password](#) before this date to prevent it from expiring.

Your BSO Registration Password will expire in 22 days.

[Please Change Your Password](#)

BSO allows employers and their authorized representatives to perform the following services.

Verify Social Security Numbers Online:

▶ Request Online SSN Verification

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

▶ Submit an Electronic File for SSN Verification

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

▶ View Status and Retrieval Information

View the current status of a submission.

▶ View Social Security Number Verification Service (SSNVS) Handbook

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Registration Services:

▶ Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be

SSNVS Online Verification Page

SSN Verification

Name: **FIRST NAME LAST NAME** Submitter EIN: **010816050**

Please Note:

- Social Security Administration will only return results for data that does NOT match our records.
- Information that matches Social Security records will not be returned.
- Mandatory fields are indicated by an *.
- Field specific help is available by selecting the underlined links below.

* Employer's EIN

The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Please enter the following information for each employee you would like to verify.

| | <u>*SSN</u> (999999999) | <u>*First Name</u> | <u>Middle Name</u> | <u>*Last Name</u> | <u>Suffix</u> | <u>Date of Birth</u> (MMDDYYYY) | <u>Gender</u> (F/M) |
|-----|----------------------------|--------------------|--------------------|-------------------|---------------|------------------------------------|------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |

You may want to print or save this page BEFORE you submit, as this information will NOT be visible after submission.
This page contains confidential information. Please keep the printed / saved page in a secure place.

Submit

Clear Form

SSNVS Results Page

SSN Verification Results

Name: **JOHN Q PUBLIC** Submitter EIN: **123456780**

Employer's EIN: **123456780**

Records Submitted: **8**

Verified Records: **4**

Failed Verification: **3**

Deceased: **1**

The following data does not match Social Security Administration's records. Select [What to do if Names/SSNs don't match](#) for more information.

[Verify More SSNs](#)

[What to do if Names/SSNs don't match](#)

[Field Office Locator](#)

| Failed Verification | | | | | | | |
|---------------------|------------|-------------|-----------|--------|------------------------|------------|----------------------|
| SSN | First Name | Middle Name | Last Name | Suffix | Date of Birth MMDDYYYY | Gender F/M | Verification Results |
| 999999999 | | | | | | | |
| 000000001 | JANE | - | DOE | - | - | F | 1 |
| 000000002 | JANICE | - | DOE | - | - | F | 5 |
| 000000004 | JOE | - | DOE | - | 01011930 | M | 4 |

The following data matches Social Security Administration's records and our records indicate the person is deceased. For more information, please contact our general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security office. Select [Field Office Locator](#) to find the office nearest you.

| Deceased (per SSA records) | | | | | | |
|----------------------------|------------|-------------|-----------|--------|----------------------|------------|
| SSN | First Name | Middle Name | Last Name | Suffix | Date of Birth MMDDYY | Gender F/M |
| 999999999 | | | | | | |
| 000000003 | JOHN | Q | PUBLIC | - | - | - |

| Verification Results | |
|----------------------|--|
| Code | Description |
| 1 | SSN is not in Social Security Administration's records |
| 4 | Name matches; DOB and Gender Code do not |
| 5 | Name does not match; DOB and Gender Code not checked |

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Possible Mismatch Codes

VERIFICATION CODES

1 = SSN not in file (never issued to anyone)

2 = Name and DOB match, gender code does not match

3 = Name and gender code match; DOB does not match

4 = Name matches, DOB and gender code do not match

5 = Name does not match, DOB and gender code not checked

DECEASED (PER SSA RECORDS)

If Social Security records indicate any of the names and SSNs submitted for verification belonged to deceased individuals, the page will display a table with the information pertaining to these requests.

What To Do If An SSN Fails Verification

- Compare submitted information
- Ask employee to verify the information /
View Social Security card
- Ask employee to check with any local
Social Security office
- Document your efforts

Reminders!

- A mismatch is not a basis, in and of itself, for you to take any adverse action against an employee, such as laying off, suspending, firing, or discriminating.
- Company policy should be applied consistently to all workers.
- Any employer that uses the mismatch information to take adverse action against a worker may violate State or Federal law.
- The information from SSNVS does not make a statement regarding a worker's immigration status.

BSO/SSNVS Home Page



Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Welcome to Business Services Online (BSO), FIRST NAME LAST NAME

Your BSO Registration Password will expire on **2006-04-28**

You must [change your password](#) before this date to prevent it from expiring.

Your BSO Registration Password will expire in 22 days.

[Please Change Your Password](#)

BSO allows employers and their authorized representatives to perform the following services.

Verify Social Security Numbers Online:

▶ Request Online SSN Verification

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

▶ Submit an Electronic File for SSN Verification

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

▶ View Status and Retrieval Information

View the current status of a submission.

▶ View Social Security Number Verification Service (SSNVS) Handbook

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Registration Services:

▶ Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be

SSNVS File Upload Page 1



Social SecurityOnline

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

SSNVS Help

Submit a File for SSN Verification - Before You Start

Name: JOHN Q PUBLIC Submitter EIN: 123456780

Steps: 1. Before You Start 2. [Submit Your File](#) 3. Confirmation

1. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**

Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.

- We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.

[Submission File Format](#)

- Do NOT send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.

- **Zip Your File**

If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

SSNVS File Upload Page 2

Submit a File for SSN Verification - Submit Your File

Name: **JOHN Q PUBLIC** Submitter EIN: **123456780**

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. Confirmation

2. Submit Your File

- First, enter the Employer's EIN.
- Second, use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

Employer's EIN
(9 9 9 9 9 9 9 9 9)

The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. This information must be provided for security and audit purposes. Your request will not be processed without an Employer's EIN.

Select file

Browse...

Submit

Except for peak submission periods, file results will usually be available the next government business day. You will receive a Confirmation Message and Tracking Number when your file submission is complete.

Quit Without Sending

Previous Page

File Upload Confirmation Page

Submit a File for SSN Verification - Confirmation

Name: **JOHN Q PUBLIC** Submitter EIN: **123456780**

Steps: 1. [Before You Start](#) 2. [Submit Your File](#) 3. **Confirmation**

3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the tracking number assigned by SSA to retrieve the results of your submission.

Tracking Number assigned by SSA: **XXX000CC**

Date: 02/27/2005

Time: 09:36 AM Eastern Time

Your file name: SSN_Verification_File.txt File size: 1980 bytes (1 Kb)

What You Should Do Next:

Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select Properties. The size given in bytes should match the size given on this Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

What to expect:

You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

Thank you for submitting your file using Business Services Online.

[Submit Another File](#)

[BSO Home](#)

Microsoft Internet Explorer



Your file submission was successful.
We recommend that you print or save
a copy of this acknowledgement at this time.
Would you like to print this page now?

OK

Cancel

BSO/SSNVS Home Page



Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Welcome to Business Services Online (BSO), FIRST NAME LAST NAME

Your BSO Registration Password will expire on **2006-04-28**

You must [change your password](#) before this date to prevent it from expiring.

Your BSO Registration Password will expire in 22 days.

[Please Change Your Password](#)

BSO allows employers and their authorized representatives to perform the following services.

Verify Social Security Numbers Online:

▶ Request Online SSN Verification

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

▶ Submit an Electronic File for SSN Verification

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

▶ View Status and Retrieval Information

View the current status of a submission.

▶ View Social Security Number Verification Service (SSNVS) Handbook

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

Registration Services:

▶ Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be

SSNVS Status and Retrieval Page



Status and Retrieval

Name: **JOHN Q PUBLIC** Submitter EIN: **123456780**

There are three options for checking the status of the files:

Option 1 - Tracking Number: Use your 8 character tracking number for a specific file status.

Option 2 - Date Range: View status of your files by entering a range of submission dates.

Option 3 - All Submissions: Retrieve a list of file submissions available to your PIN.

| | | | |
|-----------------|------------------------------|----------------------|---|
| Option 1 | Tracking Number | <input type="text"/> | <input type="button" value="Submit 1"/> |
| Option 2 | Range Start Date MMDDYYYY | <input type="text"/> | <input type="button" value="Submit 2"/> |
| | Range End Date MMDDYYYY | <input type="text"/> | |
| Option 3 | All Submissions | | <input type="button" value="Submit 3"/> |

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Status and Retrieval Results Page

Status and Retrieval Results

Name: **JOHN Q PUBLIC** Submitter EIN: **123456780**

Retrieval Options

- Select "DOWNLOAD" to download your file.

IMPORTANT- To save the downloaded file as a text file:

1. Right click "DOWNLOAD"
2. Select "Save Target As"
3. Complete the Save As dialog box

- Select "VIEW" if the number of records which failed verification and/or the number of deceased wage earners is 10 or less.

Status of All Tracking Numbers

Select Status for more information about the status of your submission.

| Submission Date | Tracking Number | SSNs Submitted | Failed Verification or Deceased | Status | Retrieval Option(s) | | Available Through |
|---------------------------------|---------------------------------|--------------------------------|---|--|-------------------------------------|----------------------|-----------------------------------|
| 02/27/2006 | XXX00004 | 8 | 3 | AVAILABLE | DOWNLOAD | VIEW | 03/15/2006 |
| 02/27/2006 | XXX0000C | 10 | 6 | AVAILABLE | DOWNLOAD | VIEW | 03/15/2006 |
| 02/06/2006 | XXX00001 | 126 | 0 | VIEWED | - | VIEW | 03/14/2006 |
| 01/20/2006 | XXX000X1 | - | - | FORMAT OR SURFACE ERRORS | - | - | - |
| 12/20/2005 | XXX000X2 | 20 | 15 | DOWNLOADED | DOWNLOAD | - | 01/23/2006 |
| 12/17/2005 | XXX000X3 | - | - | FORMAT OR SURFACE ERRORS | - | - | - |
| 12/17/2005 | XXX000X4 | - | - | IN PROCESS | - | - | - |
| 12/17/2005 | XXX000X5 | - | - | IN PROCESS | - | - | - |

BSO/SSNVS Home Page



Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

Welcome to Business Services Online (BSO), FIRST NAME LAST NAME

Your BSO Registration Password will expire on **2006-04-28**

You must [change your password](#) before this date to prevent it from expiring.

Your BSO Registration Password will expire in 22 days.

[Please Change Your Password](#)

BSO allows employers and their authorized representatives to perform the following services.

Verify Social Security Numbers Online:

▶ Request Online SSN Verification

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

▶ Submit an Electronic File for SSN Verification

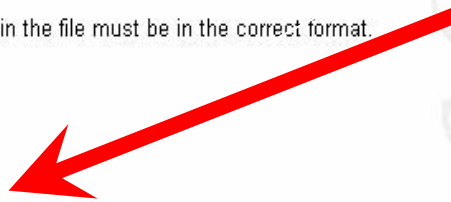
Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

▶ View Status and Retrieval Information

View the current status of a submission.

▶ View Social Security Number Verification Service (SSNVS) Handbook

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.



Registration Services:

▶ Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security. Once you have completed your request, an activation code may be

SSNVS Handbook

Social Security Online

www.socialsecurity.gov

Business Services Online

[Home](#)

[Questions?](#)

[Contact Us](#)

Search

GO



Social Security Number Verification Service (SSNVS) Handbook

[Employer Information Website Index](#)

[Main Employer Reporting Page](#)

[General W-2 Filing Information](#)

[How To File](#)

[Where To File](#)

[Wage Reporting Software](#)

[Vendor List](#)

[Forms & Publications](#)

[Social Security Number Verification](#)

[Developer Specifications](#)

[Employer Reconciliation Process](#)

[Frequently Asked Questions & Answers](#)

[Training Seminars](#)

[How to Reach Us](#)

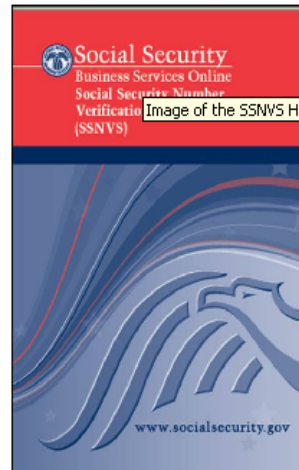
[State & Local Government Employers](#)

[Other Sites](#)

[International Agreements](#)

[Feedback](#)

If you are navigating using only the keyboard or using an assistive device and need help, visit our [Navigation Instructional](#) page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



Social Security Administration
Office of Systems Electronic Services
6401 Security Boulevard
Baltimore, Maryland 21235

December 2005

CONTACT INFORMATION

[Back to Table of Contents](#)

Social Security Number Verification Service (SSNVS)
www.socialsecurity.gov/bsowelcome.htm

Employer Reporting Assistance

For help with registering or annual wage reporting, call

1-800-772-6270 (toll free)

or 1-410-965-4241

Monday - Friday

7:00 a.m. to 7:00 p.m. Eastern time

Or e-mail Social Security at Employerinfo@ssa.gov

Table Of Contents

[Contact Information](#)

[What is SSNVS and BSO?](#)

[System Requirements](#)

[Security](#)

[SSNVS/BSO Availability](#)

[Registration](#)

[Access to SSNVS](#)

[Logging in to Use SSNVS](#)

[Using SSNVS](#)

[Submission File Format](#)

[Returned File Format](#)

[SSN Verification Results](#)

[Status and Retrieval Options](#)

[Status and Retrieval Results](#)

[What to Do If a SSN Fails to Verify](#)

[Logging Out](#)

[Getting Help](#)

[Employer Reporting Information](#)

[Maintaining Your Registration Information](#)

[Glossary of Terms](#)

SSA Contacts

- Employer Website
www.socialsecurity.gov/employer
- Business Services Online (BSO)
www.socialsecurity.gov/employer/bso/bsowelcome.htm
- Employer Reporting Assistance
1-800-772-6270
- BSO Technical Assistance
1-888-772-2970
- Employer Services Liaison Officers

Social Security Regional Employer Services Liaison Officers

EMPLOYER REPORTING SERVICE CENTER:

1-800-772-6270

Boston-CT, ME, MA, NH, RI, VT

Regina Bachini

617-565-2895 / Fax: 617-565-4814

regina.bachini@ssa.gov

Kansas City-IA, KS, MO, NE

John Gezich

816-936-5649 / Fax: 816-936-5955

john.gezich@ssa.gov

New York-NJ, NY, PR, VI

Tyrone Benefield

212-264-1117 / Fax: 212-264-2071

tyrone.s.benefield@ssa.gov

Denver-CO, MT, ND, SD, UT, WY

Carolyn Sykes

303-844-2364 / Fax: 303-844-7320

Carolyn.sykes@ssa.gov

Philadelphia-DE, DC, MD, PA, VA, WV

Frank O'Brien

215-597-4632 / Fax: 215-597-2989

frank.obrien@ssa.gov

Dallas-AR, LA, NM, OK, TX

Deborah Forsythe

281-449-2955 / Fax 281-590-1324

Debbie.forsythe@ssa.gov

Atlanta-AL, FL, GA, KY, MS, NC, SC, TN

Pat McCarron

404-562-1315 / Fax: 404-562-1313

pat.mccarron@ssa.gov

San Francisco-AZ, CA, GU, HI, NV, AS

Bill Brees

510-970-8247 / Fax: 510-970-8101

bill.brees@ssa.gov

Chicago-IL, IN, MI, MN, OH, WI

Paul Dieterle/Pat Hayes

312-575-4244 / Fax: 312-575-4245

paul.dieterle@ssa.gov

patricia.a.hayes@ssa.gov

Seattle-AK, ID, OR, WA

Tim Beard

206-615-2125 / Fax: 206-615-2643

tim.beard@ssa.gov